

### Finance Manager (£25,000 - £35,000)

The IEA is the UK's original free-market think-tank, founded in 1955. Our mission is to improve understanding of the fundamental institutions of a free society by analysing and expounding the role of markets in solving economic and social problems.

The Finance Manager is a position of responsibility at the heart of the Institute of Economic Affairs. Working within the Operations Team, reporting to the COO while supporting all staff and Trustees, you are responsible for all administrative aspects of financial management, while providing support on governance and filings.

You are a qualified bookkeeper or accountant or have well developed ambitions to qualify (with our support). You are comfortable using modern finance systems, with a passion for adapting older systems to new ways of working. Your attention to detail and accuracy are excellent. You are highly organised and good at organising others, with a mission of making their lives easier not more bureaucratic.

You enjoy working with people of all ages and backgrounds, from very junior staff to senior academics and Trustees running large companies. You are calm under pressure, can hit challenging deadlines, and show discretion in your dealings with sensitive data and busy people. You uphold the highest standards of ethical conduct in your professional dealings.

You have a passion for the mission of the Institute, and interest in education and learning in general.

## Responsibilities

Your precise responsibilities and how they are shared in the Operations team will be determined by your experience, qualifications, interests and how they develop. But they might reasonably include:

- Undertaking finance processes, controls, providing and improving guidance to staff.
- Income and expenditure processing from multiple sources and systems.
- Managing and processing payroll, benefits, expenses, and company cards.
- Managing relationships with the bank, auditors, and contracted support.
- Supporting the annual financial, governance, and audit cycle.
- Supporting management planning, departmental budgets, and project accounting inquiries.
- Supporting the continuous improvement of systems, processes, and practices.
- Supporting the administration of Trustee meetings and sub-editing papers.
- Supporting statutory filings with Companies House and other regulatory authorities
- Ensuring all of our internal procedures adhere to evolving legal and regulatory standards.
- Ensuring the integrity of our records, archives, and other papers, and modernising their storage.

## Knowledge, Skills & Experience

- Previous experience of financial management in the third sector and / or charity accounting.
- Professional qualifications, or a clear plan for their development (with our support).
- Able to demonstrate how you improved financial management in previous roles.
- Outstanding attention to detail and passion for accuracy.
- Excellent organisational, time management and project management skills.
- Good written and verbal communication skills, comfortable with sub-editing tasks.
- Calm, confident and patient. Comfortable working with very bright, but disorganised people.
- Client-focused in your approach, sensitive to the needs of others
- Good MS Office skills, familiarity with Sharepoint & cloud tools, an advantage
- Understanding of Quickbooks, Salesforce and similar systems, an advantage.
- Understanding of payment systems and bank account integration, an advantage.
- A willingness to work unusual hours, sometimes at short notice, an advantage.



**Closing Date:** 05/03/2021

**Interview/Start Dates**

Applicants will be assessed and interviewed on a rolling basis, starting in late February

**Application Details**

Please send the following to [careers@iea.org.uk](mailto:careers@iea.org.uk):

- Curriculum vitae
- Covering letter

Website: <https://iea.org.uk/>

